



भारत निर्वाचन आयोग
Election Commission of India

By e-mail/speed Post

निर्वाचन सदन
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No. 24/2016/LET/FUNC/ERD-ERS/

Dated: 14th July, 2017

To,

The Chief Electoral Officers of
All States/UTs.

Subject:- De novo preparation of last part of electoral rolls relating to service personnel with reference to 1st January, 2017 as the qualifying date.

Sir/Madam,

I am directed to state that the general parts and last parts of electoral rolls in all States and Union Territories have already been revised with reference to 1st January, 2017 as the qualifying date. However, it has been observed that a number of Service personnel who are no longer eligible to be registered as Service Voters for several reasons likely, resignation, death etc., are still continuing in the last parts. Therefore, with a view to cleaning the last parts of electoral rolls of the names of such service electors who have since retired, left service, or dead, the Election Commission has decided to conduct a *De novo* preparation of last parts of electoral rolls relating to Service Voters, with reference to 1st January, 2017 as the qualifying date, in respect of all States and Union Territories as per the following schedule:-

S.no.	Stages	Period
1.	Preparation of xml files by Record Offices and uploading the same	By 25th August, 2017 (Friday)
2.	Draft publication	On 4th September, 2017 (Monday)
3.	Checking of draft roll and forwarding corrected xml file by Record Officers	By 15th September, 2017 (Friday)
4.	Preparation of additional list by EROs	By 22nd September 2017(Friday)
5.	Date by which Record Officers shall return extracts after verification	By 4th October, 2017 (Wednesday)

6.	Carrying out corrections by EROs	By 13th October, 2017 (Friday)
7.	Final Publication	On 18th October, 2017 (Friday)

2. As the revision ordered is *de novo* preparation of the last part, **every eligible service elector shall have to apply/submit fresh statement** in the prescribed Form 2, 2A, or 3, as the case may be, along with a declaration (in a prescribed format that he is not already enrolled as a general elector). All the activities of de-novo preparation, including submission of Forms by eligible service personnel through their Record Officer/Commanding Officer, shall be done online using the improvised version of web based Information Technology system, which was introduced during the last summary revision of last parts of electoral rolls, 2017. The service personnel who is not able to file the statement in the prescribed Form online, can submit the Form in hard copy to his Record Officer. No service personnel will send the Form direct to ERO/DEO or CEO of his Constituency/District or State in which his native place is located.

3. For online registration of service personnel in the last parts of electoral rolls, a dedicated portal i.e. <http://servicevoter.nic.in> has been made operational. All the transactions between the Record Officers/Commanding Officers and DEOs/EROs shall be done online and that too on the above portal. Login credentials of the Record Officers/Commanding Officers will be the same as provided to them during the last Summary Revision 2017. DEOs/EROs can access the portal with their existing MIS/PGMRS login credentials.

4. Process at level of District Election Officer

4.1 Although online Forms contain all necessary fields given in Form 2, 2A and 3 along with additional requisite information, there may be some cases in which the Record Officer/Commanding Officer has not mentioned the Constituency and the concerned ERO is not able to access the Forms relating to him. In order to ensure that all the Forms reach to the EROs concerned, the Commission has directed that the DEOs shall login the above-mentioned portal through the credentials provided to them and allocate/assign the Constituency on the basis of address of native place of the Service Personnel.

For a DEO, there may be following 3 types of lists of Forms-

- Form relating to his district with constituency clearly mentioned-in such case, both the DEO as well as concerned ERO will be able to access the Form.
- Form relating to his district without mentioning name of constituency, either received from Record Officer/Commanding Officer or from some other DEO in the State-in this case, DEO shall allot the Constituency, and

- Form relating to some other district in the State, wrongly marked by the Record Officer/Commanding Officer/Some other DEO in the State- in such case, DEO has option to mark it to the concerned district.

4.2 In case of the incomplete Forms, where it is not possible to allot/assign a constituency for want of address details, the DEO shall return the said Forms to the concerned Record Officer/Commanding Officer with his remarks. The Forms so returned, will appear in the 'Return' list on the portal.

5. Process and disposal at level of ERO

5.1 After allocation/assigning of the Constituencies in the Forms by the DEO, wherever required, the ERO concerned will be able to see the list of all applicants (online) related to his constituency, by logging in on the above-mentioned portal with his login credential.

5.2 For an ERO, there may be following 3-types of list of Forms-

- Form mentioning name of district and constituency-In such case, the ERO will be able to access the Form.
- Form allotted/assigned by DEO or some other ERO in the district.
- Form relating to some other constituency in the district, wrongly marked –in such case, ERO has option to mark it to the concerned constituency.

5.3 As the scanned copy/e-signed copy of the Forms with due verification will be sent by the Record Officer/Commanding Officer along with XML file of the Forms, the concerned ERO shall start the processing of such Forms immediately after its receipt.

5.4 In the XML file, the Forms will not be visible in the exact format of Forms 2/2A/3. However, the ERO will be able to see all the fields of the Form with buttons of 'Accept' and 'Reject'. For indicating the reasons for rejection of a Form by ERO, a box has also been provided. On the basis of the reason specified in the box, the Record Officer/Commanding Officer may submit the corrected Form during the checking of the extracts. The accepted Forms will go in the draft roll while the rejected Forms will be listed in separate file. The communication in respect of a particular Form between ERO and Record Officer/Commanding Officer may continue till ERO finalize the Form by clicking 'OK' button.

5.5 Disposal of online Forms will be done by the ERO concerned in the same manner as being followed in the disposal of Forms hitherto received offline by the EROs. The ERO has to satisfy himself that all the criteria fixed for registration have duly been fulfilled by the applicant and complete details are available in the Form so as to accept the same.

- 5.6 The disposal of Forms will be done by the EROs on the portal and the status of progress of processing will be simultaneously visible on dashboard on the portal to the Record Officers/Commanding Officers. The Record Officers/Commanding Officers can download and print the list of accepted/rejected Forms in respect service personnel under their charge. Before disposal of the Forms, ERO should download the scanned/e-signed copy of each of the Forms and keep the same in record for future reference.
- 5.7 Immediately after publication of draft roll in respect of service personnel, the ERO shall send notice through mail and SMS alert to all the Record Officers/Commanding Officers with a request to check the extract of the draft roll in respect of the service personnel under their charge and revert back with their comments, if any, by the fixed date as per the programme. The Record Officers/Commanding Officers have two options with buttons of 'OK' and 'Not OK' along with an option of modification.
- 5.8 The Record Officer/Commanding Officer will click 'OK' button against all the right entries. Even if he has not clicked 'OK' button, the entries will be Okayed by default. For the wrong/incomplete entries, the Record Officer/Commanding Officer will click 'Not OK' button and give the correct/modified details under the same. After the correct/modified details are received from Record Officer/Commanding Officer, the ERO shall again consider such entries and pass appropriate orders. All OK entries will be visible in green colour while Not OK entries will be seen in red colour together with the relevant corrected entries.
- 5.9 After scrutiny of the extracts by the Record Officers/Commanding Officers, the ERO has two options of accepting and rejecting the OK or Not OK entries. There is no 'Forward' option available at this stage. After final decision by the EROs, the last parts will be finalized in the Format prescribed by the Commission. The final roll shall be available at the service voter portal in a database file. The EROs shall again intimate the Record Officers/Commanding Officers by mail and SMS alert about final publication of the last parts for further communication to the concerned service personnel. The EROs and Record Officers/Commanding Officers shall download the database file and get a printout of the same for their future record.
- 5.10 The EROs shall regularly monitor furnishing of hard copies of Forms by the Record Officers/Commanding Officers. The Record Officers/Commanding Officers shall be categorically informed that in case they do not send scanned copy/e-signed copy of the Form in respect of every applicant with XML file, the names of service personnel concerned would not be included in the roll.

- 5.11 While undertaking de novo intensive preparation of the last parts as per the schedule given above, the EROs shall be directed to strictly adhere to the timeline mentioned therein for each activity to be undertaken by them.
- 5.12 The Commission has directed to assign EPIC number to all service electors, enrolled in the last part of electoral rolls. After finalization of the final last parts of electoral rolls, the ERO shall assign unique EPIC number to all service electors enrolled in the last part following the same protocol as for generation of EPIC number in case of general electors. As soon as a service elector is enrolled as general elector, he will be issued EPIC card with same EPIC number. Record Officers will take EPIC number of all such service personnel who have been issued EPIC number while enrolled as general elector. All EPIC number, thus collected will be mapped for deletion of duplicate entries. It is again noted that only EPIC number will be assigned to service personnel, enrolled in the last part, no EPIC card will be issued to them.
- 5.13 In case of doubt, manual and tips available on the portal shall be referred to.
- 5.14 The Commission has prescribed a "Declaration by Service Personnel" which has to be signed and attached with the statement in Form 2, 2A or 3, as the case may be by the person having a service qualification when he applies for registration in the last part. EROs should ensure that XML files of Forms along with declaration and scanned copy of Forms/e-signed Forms have been received from Record Officer/Commanding Officer.
- 5.15 It shall be ensured that the address of the service elector should be complete. In any case, the address must be complete. In case any discrepancy is found in the Form, communication can be made by the ERO concerned with Record Officer/Commanding Officer online.
- 5.16 All EROs/DEOs and CEOs shall personally ensure that in the finally printed roll as well as in draft, the address of the record offices must be complete with Pin Code. This will facilitate the proper and hassle free dispatch of postal ballot papers at the time of elections.
- 5.17 It is further brought to the notice of the Chief Electoral officers/DEOs and EROs that the application Forms from some of the service personnel received after 25th August 2017 shall be treated as applications made under Section 23 of the Representation of the People Act, 1950 and they shall take action on each application under Rule 26 of the Registration of Electors rules, 1960. Thus, they may include the names in the last part of the electoral rolls, after final publication of last part of electoral rolls of current de-novo preparation so as to keep the last part up-to -date at any given time.

5.18 After final publication of last part of electoral rolls in respect of de-novo preparation, there may be two conditions for deletion of names of service electors:


- In case of registration of service elector as general elector, or
- In case of death/retirement from service

If service personnel opts to switch over from last part to general part of the electoral roll, consequent upon his posting at peace station, the declaration made along with Form 6 for this purpose would be sufficient for deletion from the last part of electoral roll concerned. While in case of deceased/retired service personnel, a certificate in the prescribed format from Record Officer to that effect will be adequate for deletion of the name of such service personnel from the last part by the ERO concerned.

5.19 As the existing last part of electoral rolls of the last summary revision of electoral rolls 2017 will be scrapped with the final publication of the last parts of electoral rolls, all the concerned should be advised to preserve the backup of the same immediately.

6. All the concerned shall be informed for a compliance accordingly.

7. Kindly acknowledge receipt.


(NARENDRA N. BUTOLIA)
PRINCIPAL SECRETARY